

## **Displays and Exhibits Policy**

### **Falmouth Public Library, Falmouth, MA**

The Library provides exhibition space free-of-charge to support the community's cultural, educational, and artistic interests. Display spaces are available at the Main Library (Art Walk gallery and exhibit cases) and, on a limited basis, at branch locations.

All exhibits require advance approval by Library administration, who will review and select materials for display in accordance with this policy and if space is available. Individuals or groups wishing to exhibit must submit a completed exhibition form with their requested space, dates, contact information, and other relevant details. Library-sponsored exhibits take priority, and the Library may reschedule or cancel outside exhibits as needed for library purposes. Exhibit space is available on an equitable basis to individuals and groups, with priority given to local and regional artists and works of educational, cultural, or charitable nature. The decision of Library administration is final.

The Library exhibition space is a limited public forum that is available on an equitable basis, without regard to viewpoint, beliefs or affiliations. Displays or exhibit pieces that depict obscenity, sexually explicit content or graphic violence are not permitted. Exhibits relating to political campaigns, social or political fundraising or the promotion of commercial endeavors are prohibited. Display of materials does not constitute Library endorsement of the opinions or viewpoints of the exhibitors, and the Library is not responsible for representing all viewpoints in any single exhibit.

Exhibitors are responsible for installing and removing their own work according to the established schedule. Artwork must be ready to hang, with two-dimensional work properly matted and/or framed. The Library provides hanging supplies. Exhibit materials that are not removed within 30 days of the exhibit's close may be disposed of by the Library. While prices may not be listed and sales transactions may not occur on library premises, exhibitors may provide contact information for private sales arrangements. Any sold items must remain on display until the exhibit's scheduled end date.

Exhibitors assume all risk for their items and must submit a signed liability waiver and indemnification agreement prior to installation. The Library is not responsible for loss or damage to exhibited materials and does not insure exhibits. Exhibitors are encouraged to obtain insurance coverage for the duration of their exhibit. All promotional materials related to exhibits must be approved by the Library in advance and may not imply Library endorsement of viewpoints expressed in the exhibit. As a courtesy, the Library will include approved exhibits in standard library publicity, though exhibitors may promote their work independently at their own expense.

Exhibitors may host receptions or presentations during public hours in accordance with the [Meeting Room Use Policy](#). All costs associated with such events are the exhibitor's responsibility.

*Approved by the Board of Library Trustees: May 2013, July 2016, May 2026*

*The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.*

The Library reserves the right to refuse or remove any exhibit that interferes with the ability of Library patrons to access materials or services, impedes the ability of Library staff to conduct the operations of the Library including for maintenance, construction or emergency purposes, poses a physical hazard to patrons or staff, or violates this policy.

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